

Sample Policies and Procedures for Certified Family Home Instructions

The following Policies and Procedures are a sample of what certified family homes might use. Policies and Procedures are required to demonstrate compliance with the Home and Community-Based Services rules.

The Policies and Procedures outlined in the following sample can be used as a type of evidence for the provider self-assessment. If you choose to use these policies and procedures, you will need to modify the procedures to make them specific to your particular certified family home. The following policies and procedures are not required to be used; they are a guide or sample of ways that certified family home providers can become compliant with federal regulations and IDAPA rules.

FYI: This document is formatted in Microsoft Word and can be altered with the use of your computer.

(Your Name) Certified Family Home Policies and Procedures

Policy 1

The certified family home will ensure that our home is integrated in and supports access to the greater community.

Procedures

The certified family home will:

- Arrange reasonable amounts of transportation to the participant for community activities.
- Provide opportunities for the participant to engage in new activities that the person may be interested in.
- Hold planning meetings with the participant to discuss strategies to ensure community integration occurs, such as planning trips into the community.

Policy 2

The certified family home will make sure the participant has the opportunity to seek employment and work in competitive integrated settings.

Procedures

The certified family home will:

- Have a newspaper at the house with the current help wanted ads.
- Help the participant access their targeted service coordinator or vocational rehabilitation office to find a job.
- Help the participant fill out applications as needed.
- Be flexible with meal times and snack times for a participant that is employed.

Policy 3

The certified family home will give the participant opportunities to engage in community life.

Procedures

The certified family home will:

- Post a calendar of age appropriate community activities and events for the current month.
- Encourage the participant to choose what activities and events they would like to attend on a weekly basis.
- Help the participant schedule and plan for the events that they want to go to.

- Transport the participant to activities within reasonable distances, or assist them with accessing alternative transportation as needed to attend community activities.

Policy 4

The certified family home will ensure the participant has control of their personal resources.

Procedures

The certified family home will:

- Allow the participant to spend their own money when and where they want to as funds are available.
- Ensure the participant's right to spend their money on any items that they want, unless exceptions are listed on the person-centered plan.
- Help the participant track their own money as needed.

Policy 5

The certified family home will ensure that the individual receives services in the community to the same degree of access as individuals not receiving Medicaid HCBS.

Procedures

The certified family home will:

- Provide information about alternative local services that the participant can choose from through newspaper ads or internet searches.
- Assist the participant to make choices about where they would like to have services and who provides their services, such as the local barber shop or beauty salon.
- Provide transportation for the participant to chosen community services or arrange for alternative transportation.

Policy 6

The certified family home ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.

Procedures

The certified family home will:

- Support the participant's right to privacy in the home by:
 - Providing the participant the opportunity to choose to have a lock on their door, as outlined in their residency agreement.
 - Honoring the participant's right to privacy by having a lockable bathroom door.

- Providing a private area where the participant can use the phone and have alone time with visitors or access internet communications in accordance with the participant's person-centered plan.
- Honor the participant's right to make their own choices and decisions without undue influence.
- Assist the participant to process and understand the consequences of their decisions.
- Ensure the participant is treated with respect and courtesy including listening to and responding to participant's questions and concerns.
- Ensure the participant is not restrained in any way, unless there is a health and safety need that is discussed by the PCP team and identified in the participant's person-centered plan.
- Submit a timely health and safety report to the certified family home coordinator any time a participant is restrained.

Policy 7

The certified family home will optimize individual initiative, autonomy, and independence in making life choices.

Procedures

The certified family home will:

- Honor the participant's freedom to choose how they spend their time in the home.
- Allow the participant to come and go from the home as they wish, unless an exception is documented in the participant's person-centered plan.
- Ensure the participant has access to the home at all times by providing a key to the home that is accessible to the participant and through the use of a doorbell as a consistent alternative.

Policy 8

The certified family home facilitates individual choice regarding services and supports and who provides them.

Procedures

The certified family home will:

- Inform the participant about their choices in services, supports, and providers in the community.
- Provide transportation, or help to schedule transportation for the participant to attend services and supports in the community.

Policy 9

The certified family home will ensure a participant has privacy in their sleeping or living unit:

Procedures

The certified family home will:

- Ensure the participant has the option of a lock on their door with an additional key for responsible people as needed in emergency situations.
- Honor the participant's choice of roommates to the greatest extent possible, should the participant choose to have one.
- Incorporate within the residency agreement, the participant's right to decorate or furnish their sleeping or living unit to the participant's liking.

Policy 10

The certified family home will ensure that the participant has the freedom and support to control their own schedules and activities.

Procedures

The certified family home will:

- Ensure the participant has access to a monthly activity calendar that is posted in the home.
- Make sure activities in the home and in the community are age appropriate for the participant.
- Assist the participant to learn to schedule activities in the community.
- Transport or make transportation arrangements in order for the participant to get to the activities that they choose.

Policy 11

The certified family home will ensure the participant has access to food at any time.

Procedures

The certified family home will:

- Make sure the participant has food if they miss dinner time because they were out.
- Have snack options and drinks available to the participant 24 hours per day, unless otherwise indicated by the person-centered plan.

Policy 12

The certified family home will make sure the participant is able to have visitors of their choosing at any time.

Procedures

The certified family home will:

- Ensure the participant can have visitors of their choosing at any time, unless there is an exception in place on the person-centered plan.
- Have a guest log that requires the participant's visitors to sign in and out of when they come to the home to see the resident.
- Uphold the rights of the participants and their guest by treating all people in the home in a courteous manner with dignity and respect.

Policy 13

The certified family home setting is physically accessible to the individual.

Procedures

The certified family home will:

1. Honor the participant's right to go to any public areas of the house.
2. Ensure that the participant's individual accessibility needs are met.
3. Make any needed modifications to the home to ensure full access to the participant they agree to admit into their home.